



St. Rose of Lima Academy
Aftercare Phone
973-908-5590

Newsletter Date
Volume 1, Issue 1

Aftercare Information

Overview

Benefits of the Aftercare Program include not only a safe, supervised environment, but also a chance for the children to receive homework assistance from teachers and to participate in enrichment activities.

A diverse set of enrichment activities ensures that there is something for everyone to enjoy. Enrichment activities include physical education/games, outdoor play, art/craft/literacy, science experiments, computer time, math, and cooking, as well as unstructured play.

Beforecare, which is held each morning from 7:30 a.m. – 7:55 a.m., is an asset to working parents who need extended school time in the mornings. This service is available to students in pre-k 3 – grade 8.

Attendance

The Aftercare program at St. Rose is offered to students in grades pre-k 4 year old – grade 8. The program is held until 5:30 p.m. on days when school is in session for a full day and on select 12:10 p.m. dismissal days. A snack will be provided each day. Your child can attend Aftercare on the days and times of your choice.

You may also enroll in Beforecare which starts at 7:30 a.m. each day. If you use both programs your child would be able to attend school from 7:30 a.m. – 5:30 p.m. each day.

Payment Options

Before and Aftercare payments are due as follows:

- Occasional use – due on the day the service is provided
- Weekly use – due on Monday at the start of the week that your child will attend
- Yearly use – Due on the 1st of each month for 10 months, starting on September 1st

Please make checks payable to St. Rose of Lima Academy and send in an envelope to the attention of M. Whritenour

Pre-K 4 Year Old

A student in Pre-k 4 year old class would attend his/her regular class, followed by the Poppins/Kindergarten Readiness program and at 2:30 p.m. he/she would attend Aftercare. This would enable your child to attend school from 7:30 a.m. to 5:30 p.m. Aftercare is not available if/when Poppins/Kindergarten Readiness programs are not in session.

Costs

A. FULL SCHOOL YEAR USE OF PROGRAM 168 DAYS FOR AFTERCARE ONLY

\$3,500 for one child
\$4,900 for two children in family

B. AFTERCARE ONLY DAILY/WEEKLY USE OF PROGRAM

\$25. Per day for one child
\$35. Per day for two children
\$40. Per day for three children

******for a full week use, Monday to
Friday, the rate is discounted at:**

\$100 per week for one child
\$140 per week for two children
\$160 per week for three children

C. 12:10 p.m. dismissal days

Aftercare is available on selected 12:10 p.m. dismissal days at the cost of \$25.00 until 3:00 p.m. and \$10.00 per hour for each additional hour/or partial hour after 3:00 p.m. for one child, \$35.00 until 3:00 p.m. and \$15.00 per hour for each additional hour/or partial hour after 3:00 p.m. for two children, or \$40.00 until 3:00 p.m. and \$20.00 per hour for each additional hour/or partial hour after 3:00 p.m. for three or more children. The 12:10 dismissal cost is applied to all weekly or daily users of the program.

BEFORECARE AND AFTERCARE

Sign-Out Policy

With the child's safety and well-being in mind, we have a "Sign Your Child Out" sheet. You will be required to notify a staff member that you are picking up your child. Then you will sign your name to release your child. Legally, children are not permitted to sign the Sign-Out Sheet.

We will not release your child to anyone whose name does not appear on the Emergency Form.

Additional Policies

Pick up:

Our program ends **promptly at 5:30 p.m.** Children must be picked up by 5:25 p.m. so we are able to close the building by 5:30 p.m. Please call the aftercare phone at **973-908-5590** to be let into the building.

If you have an extreme emergency and know that you are going to be late, please call the After Care Program at **973-908-5590**. This phone number may **only** be used between 2:45 and 5:30 p.m.

Fee Policy:

A. Pick-up after 5:30 P.M.

A penalty fee of \$10.00, per child for every 15 minutes, will be charged for tardiness. The penalty period begins at 5:31 P.M. Staff members are employed until 5:30 p.m. Out of respect for our staff, please adhere to the closing time.

Excessive pick-up tardiness and delinquent payments will result in termination from this program. The Aftercare Program Coordinator and Administration reserve the right to define the term "excessive."

B. RETURNED CHECKS

A fee of \$25.00 will be charged for any check that does not clear the bank. Should this occur, we will ask that future payments be made in cash, money order or bank check.

Questions/Concerns

Please email Mrs. Whritenour at mwhritenour.srlshnj@hotmail.com

Reminders to Parents

Beforecare and Aftercare both begin on Monday, September 12th for K – 8. PreK-4 Aftercare begins on the same day as the Poppins/Kindergarten Readiness Programs.

You must complete an Aftercare Emergency form for your child to attend Aftercare

Please check the yearly school calendar to view the 12:10 p.m. dismissal days that aftercare is available

Atmosphere

- The Aftercare Program is a calm and friendly place where the children of our school can relax, have fun, and even get homework completed. We expect all children to be kind and respectful to one another at all times.
- At Aftercare we have many games, toys, and crafts for the children to share and enjoy, therefore, we do not allow any toys, etc. from home to be used in Aftercare.
- We do not allow a child to be physical, aggressive and/or disrespectful to another child. Bullying and inappropriate language are unacceptable behavior at St. Rose.
- All children are expected to be respectful and cooperative with all staff members. For purposes of the safety and well-being of all, children must listen and follow staff directions.

Activities

Monday – Games/Activities in the gym

Tuesday – Crafts

Wednesday – Exploring Science/Math

Thursday - Food preparation

Friday – Entertainment

Each day includes snack and homework assistance, as well as free play

**MUST BE
COMPLETED**

**St. Rose of Lima Academy
2011-2012 Aftercare Program Emergency Form**

52 Short Hills Avenue
Short Hills, New Jersey 07078

Phone: 973-379-3973

Accredited by Middle States Association of Colleges and Schools

Please Print

Student's Name _____ Grade _____

Address _____ Town _____ Zip Code _____

Home Phone _____

*Person(s) responsible for picking up and relationship to child (Must be filled in and include your name). Please include the names of coaches if your child is on a sports team. If more space is needed continue on back of this form.

Name

Relationship

Phone

1. _____ () _____

2. _____ () _____

3. _____ () _____

4. _____ () _____

Mother's Place of Business _____ Phone _____ Cell phone _____

Father's Place of Business _____ Phone _____ Cell phone _____

If there is an emergency and we are unable to contact you, please list the two (2) people that you would want us to contact (Must be filled in).

1. Name _____ Relationship _____

Phone number _____ Cell phone _____

2. Name _____ Relationship _____

Phone number _____ Cell phone _____

WE WILL NOT RELEASE YOUR CHILD TO ANYONE WHOSE NAME DOES NOT APPEAR ON THIS FORM.

Does your child have any allergies? If so, please list (if there are no allergies please write out the word "NONE"): _____

I have read and agree to abide by the Beforecare and Aftercare policies outlined in this document.

Parent/Guardian Signature(s) _____ Date _____

_____ Date _____

Please check one: Yearly Plan Weekly Plan Daily Plan

I plan to use this service on occasion I plan to use this service in an "emergency"

For planning purposes, please list the days that you plan to have your child attend _____
(These days may be changed at any time)